October 10, 2024

**Admin Minister**

**Develop Annual Calendar** with input from staff. Prepare and present a calendar to the shepherds for review and approval. Provide goal(s)/purpose for each event to allow evaluation after the fact.

**Worship Structure:**

* Guidance, input, and feedback regarding Sunday Worship in conjunction with Kaylynn.
* Use calendar and new opportunities to plan events that takes place on Sunday mornings. Communicate the necessary details to key participants. Have announcements ready for Sunday mornings.
* Inform Sunday Shepherd of pastoral needs and special announcements.
* Oversee timely communication via Email, Website, TVs, Banners, Church App.
* Make decisions on outside people that would like to speak or preach (with input from Shepherds). – This will transition to Sr Minister when hired.

**Christian Formation Group.**

* Guidance on Bible Reading Plans, Adult Classes, Marriage Classes, Parenting Classes, and Fellowship Events.
* Fellowship Event planned during No Class Date, Dec 29.
* Make decisions on which dates to not have Adult and/or Children’s Bible Classes.
* All of the above to be presented to Elders for final approval

**Manage budget areas**

* Outreach, Worship, Men’s, Women’s Ministry, AdultEducation

**Supervise Ministry and Administrative Staff.**

* Support staff in fulfilling their assigned responsibilities.
* Communicate and provide staff with resources for special projects.
* Coordinate and oversee Ministry Staff to carry out the church’s vision, ensuring team cohesion, alignment, and execution of roles and tasks.
* Coordinate and facilitate staff meetings to nurture staff, respond to needs in church body, implement administrative tasks, and coordinate staff, ministry, and congregational calendars.
* Oversee congregational communications (weekly email, banners, bulletin boards, social media, TVs, Live-Stream, and Sunday announcements, etc.).
* Conduct Annual Staff Reviews.
* Co-lead Weekly Staff Meeting and Next Gen Meeting with YM/CM.

**Communication and Empowerment of Ministry Leaders.**

* Determine which ministries further the goals of MX. For those that align with vision and goals …
  + Understand the history and current ministries’ mission.
  + Provide ministry leaders with the resources to facilitate ministry activities.
  + When appropriate, help the ministry with leadership transition.

**Funerals and Weddings**

* Provide available support as needed.

**Next Steps Ministry.**

* Visitor follow-up letters.
* Reception, Class, and / or 1-1 Follow-up with potential new members.
* Update and provide materials.

**Attend to building and parking lot on Sunday mornings for worship readiness.**

* Building cleanliness.
* Compliance to safety standards.
* Classroom readiness.
* Exterior presentable and safe.
* Heating, cooling and lighting are set.
* Doors unlocked and secured at the end of services.

**Oversee and / or Upcoming**

* Website updates.
* Church Center updates.
* Directory updates.
* Database strategy.
* Leadership Development.
* Men’s Ministry.